

**APPLICATION FOR A CONSUMER FINANCE LICENSE  
PURSUANT TO CHAPTER 6 OF TITLE 6.1 OF THE CODE OF VIRGINIA**

**INFORMATION AND INSTRUCTIONS**

Each applicant for a license to engage in business pursuant to Chapter 6 of Title 6.1 of the Code of Virginia must complete and file this form. Additional information, attachments, and/or documents must be filed on **8 1/2" x 11"** paper.

**The following items must be submitted with the application:**

1. A check for \$500 payable to the Treasurer of Virginia.
2. A properly executed, current (less than 90 days old) Personal Financial Report and Disclosure Statement form for **each director, senior officer** (a person who is within three levels of management from the CEO of the applicant), **member, trustee, partner, and principal** (a person who owns, directly or indirectly, 10% or more of the applicant) on form CCB-1123 (Rev. 12/04). An **outside director** (a person who is not a paid employee of the applicant or its parent and who does not own 10% or more of the stock of the applicant or its parent) may elect to use limited financial report form CCB-1143 (Rev. 12/04). *The report must be executed with original signature(s).* Personal Financial Report and Disclosure Statement forms are confidential.
3. An Employment and Business Affiliation Disclosure Form, CCB-1150, for each director, senior officer, member trustee, partner, and principal.
4. A current (less than 90 days old) financial report (including a balance sheet and income statement) for the applicant and for each entity owning, directly or indirectly, 10% or more of the applicant and a copy of the most recent year-end financial report (audited, if available) of the applicant and any company owning 10% or more of the applicant. A newly organized entity should submit a beginning balance sheet and a pro forma balance sheet and income statement for the first year of operation. Sole proprietor applicants need only complete form CCB-1123.
5. Evidence that the applicant has available for the operation of the business at the specified location liquid assets of at least \$50,000 if the location is in a city or county with a population of more than 20,000 people or of at least \$25,000 if the location is not in a city or county with a population of more than 20,000 people.
6. A map of the proposed service area showing the proposed location of the business.
7. Evidence of registration with the Clerk of the State Corporation Commission, if a corporation, limited liability company, limited partnership, or business trust applicant. Corporate, limited liability company, limited partnership, and business trust applicants intending to operate using a trade name must also register the trade name with the Clerk of the Commission.
8. Authorization form(s) CCB-1149 for a reference from a bank or depository institution with which the applicant or its principals, members, partners, or trustees have had a deposit account for at least one year. (Form CCB-1149 and bank references are confidential.)

The Bureau will review the application and accompanying materials for completeness upon receipt. Investigation of the application may be delayed if the application is incomplete. Thus, full and complete answers should be given at the outset of the application process.

As a general rule, documents filed with the Bureau of Financial Institutions become part of the public record. Except as permitted or required by law, the following shall be kept confidential: Personal Financial Report and

Disclosure Statements, other documents which disclose personal account information, financial statements for sole proprietors, and information which could endanger the safety and soundness of a depository institution. Upon request, the Bureau will consider for confidential treatment any other documents or portions of the application that the applicant considers of a proprietary and personal nature. The request for confidential treatment must discuss the justification for the requested treatment, specifically demonstrating the harm (for example, loss of competitive position or invasion of privacy) that may result from public release of the information. Information for which confidential treatment is requested should be: (1) specifically identified in the public portion of the application (by reference to the confidential section); and (2) specifically separated and labeled "Confidential". The Bureau will advise the applicant if the request for confidentiality cannot be honored.

To view the entire Confidentiality Policy Statement of the Bureau of Financial Institutions or to download this application form or a related form, visit the Bureau's website at [\*\*www.scc.virginia.gov/division/banking\*\*](http://www.scc.virginia.gov/division/banking).

Inquiries regarding the preparation and filing of this application should be directed to the Bureau of Financial Institutions, 1300 East Main Street, Suite 800, Post Office Box 640, Richmond, Virginia 23218-0640. Telephone: (804) 371-9690; FAX (804) 371-9416.

**APPLICATION FOR A CONSUMER FINANCE LICENSE**

**Bureau of Financial Institutions  
State Corporation Commission  
1300 East Main Street, Suite 800  
Post Office Box 640  
Richmond, Virginia 23218-0640**

The undersigned hereby applies to the State Corporation Commission for a consumer finance license pursuant to Chapter 6 of Title 6.1 of the Code of Virginia. In support of this application, the following representations are made:

1. Applicant Name: \_\_\_\_\_ Federal ID# \_\_\_\_\_  
Applicant trading name [d/b/a], if any: \_\_\_\_\_
2. Applicant's Principal Mailing Address (where official correspondence will be mailed):  
\_\_\_\_\_  
\_\_\_\_\_
3. Business will be conducted as one of the following types of organization (check one):  
( ) Corporation ( ) Partnership ( ) Limited Liability Company ( ) Business Trust ( ) Proprietorship
4. Individual responsible for filing the application: \_\_\_\_\_  
(Name and Title)  
\_\_\_\_\_  
(Mailing Address)  
\_\_\_\_\_  
(Daytime Phone Number and E-mail Address)
5. List the location where Virginia business is to be conducted (Street, City or Town and County, or other identification):  
\_\_\_\_\_  
\_\_\_\_\_
6. Name and Mailing Address of Parent Company, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Is the applicant or any affiliated entity currently conducting a consumer finance business in Virginia? If yes, indicate date business commenced and attach a description of the Virginia business conducted to date:  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Date \_\_\_\_\_

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- 13 (a) If the applicant is a corporation, limited liability company, limited partnership or business trust, indicate state of incorporation or formation: State: \_\_\_\_\_ Date: \_\_\_\_\_  
 \* Foreign corporations, limited liability companies, limited partnerships, and business trusts must register with the Clerk of the State Corporation Commission before filing this application.

(b) Name and address of applicant's Registered Agent in Virginia:

\_\_\_\_\_

(c) If the applicant is a general partnership, indicate city/town/state of partnership and attach a copy of the partnership agreement:

\_\_\_\_\_

14. List at least three business references (preferably from within the financial services industry) who can attest to the character, reputation, experience, financial responsibility, and general fitness of the applicant and **each of its principals, directors, officers, members, trustees, and partners.**

Contact Name/Title	Institution/Mailing Address	Phone Number
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(Attach additional sheets as necessary)

15. (i) List the name, address, title and ownership of **each director, senior officer, member, trustee and partner.**  
 (ii) List the same information for **any other person or entity owning, directly or indirectly, 10% or more of the applicant.**

Name	Address	Title in Organization	# Shares Owned	% of Ownership
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(Attach additional sheets as necessary)

16. Briefly describe the experience (business qualifications) of the applicant and its **principals, directors, officers, members, trustees or partners** which qualifies them to conduct business pursuant to the Virginia Consumer Finance Act.

[illegible]

## CERTIFICATION

The undersigned, being duly sworn, states that he/she has executed the foregoing application under Title 6.1, Chapter 6 of the Code of Virginia; that he/she has been duly authorized to execute and file such application; and that to his/her knowledge, information and belief, such application contains no misstatement of fact nor omits a material fact called for.

Name (Type or Print)

Signature

Mailing Address

Title

Telephone Number

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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## Application Checklist for a Consumer Finance License

Applicant must make certain that each of the following items is submitted with the application package. **Incomplete applications will not be accepted for filing.**

- \_\_\_\_\_ Application form (CCB-4402). Must be completed, signed, and notarized.
- \_\_\_\_\_ \$500 investigation fee. Check payable to the **Treasurer of Virginia**.
- \_\_\_\_\_ Personal Financial Report and Disclosure Statement form for each director, senior officer, member, trustee, partner and principal.
- \_\_\_\_\_ An Employment and Business Affiliation Disclosure form (CCB-1150) for each director, senior officer, member, trustee, partner and principal.
- \_\_\_\_\_ A current financial statement, including a balance sheet and income statement, and most recent year-end financial statement (audited, if available) for the applicant.
- \_\_\_\_\_ A current financial statement, including a balance sheet and income statement, and most recent year-end financial statement (audited, if available) for any entity owning 10% or more (direct or indirect) of the applicant.
- \_\_\_\_\_ Depository Institution Authorization Form(s) (CCB-1149).
- \_\_\_\_\_ Certification of required liquid assets. Submit a letter from the bank or other institution holding the assets, verifying the book value(s), the type of account(s) in which the assets are held, and that the assets are not encumbered or hypothecated in any way.
- \_\_\_\_\_ Evidence of registration with the Clerk of the State Corporation Commission, if a corporation, limited liability company, limited partnership, or business trust applicant.
- \_\_\_\_\_ Evidence of trade name registration, if applicable. Applicants intending to operate using a trade name must register the trade name with the circuit court(s) in the jurisdiction(s) where business will be conducted. Corporate, limited liability company, limited partnership, and business trust applicants must file a certified copy of the trade name registration with the Clerk of the State Corporation Commission.
- \_\_\_\_\_ A copy of the partnership agreement, if a general partnership.